

**Town of Hardwick
Policy Regarding
Use of the Memorial Building**

The Memorial building has two rooms available for public use: the Third Floor Meeting Room and the Memorial Room which is on the second floor. Because the building's primary use is town administration and because of its historic nature, use of these rooms is generally restricted to low impact activities such as meetings, presentations, and educational programs. High activity events are generally not compatible.

Section 1, Rent:

- a) The Town Manager shall establish the rent and have a contract prepared for any individual, nonprofit group, or group desiring to use space in the Memorial building for a multi-day period. The Hardwick Select Board would make the final decision on any rental agreement for multi-day use of the Memorial building.

Section 2, Fees:

- a) There will be a nominal fee of \$25.00 charged per use for wintertime use of the third floor meeting space this is from December 1 to April 1 for any group or user that is a nongovernmental agency or organization that doesn't provide a direct service to Town government. This fee is to defray the cost of heat and custodial services. The user is responsible for any damage done to the building and its contents.

Section 3, Priority Listing for use of the Third Floor Meeting Space:

- a) Priority
 1. Select Board Meetings
 2. Meetings of other municipal boards, commissions, and committees established by the Hardwick Select Board
 3. State or Federal governmental agencies sponsoring hearings or meetings relevant to the citizens of Hardwick
 4. School meetings, programs, or events
 5. Service Group Meetings – legal nonprofit public benefits and fundraisers
 6. Non-Service groups – speakers and political groups
- b) Any individual, service group, legal nonprofit or non-service group wishing to use the Memorial building must provide a certificate of insurance naming the Town as an additional insured when such an organization or group wishes to use the Memorial building space.
- c) Any use of the building that doesn't conform to one of the categories listed in Section 3(a) above or in the opinion of the Town Manager, could set a precedent contrary to the intent of this policy, shall be approved at the sole discretion of the Town Manager.

Section 4, Registration for the Use of the Third Floor Meeting Space:

- a) All individuals or groups desiring to use the third floor meeting space shall make arrangements with the Town Manager's office. Arrangements for use of the Memorial room shall be with the Town Clerk's office.
- b) The third floor meeting space will be allocated on a first come first served basis for all uses. The third floor room will not be available for use on weekends by non-governmental agencies from December 1 to April 1. However, the Memorial Room on the second floor will be available on a first come first served basis for weekend use. The names of individuals and/or organizations planning to use the space will be kept on an events calendar by staff of the Town Manager's Office. However, the Town Manager may require a user or users to use a different section of the third floor, a different room, or cancel the use all together if it is in conflict with a higher priority use.
- c) Keys shall be signed out with approval of the Town Manager's office and must be returned to the Town Manager's Office the next business day.

Section 5, Restrictions:

- a) No use of the building shall interfere with the operations of the Memorial building during normal business hours.
- b) The third floor of the Memorial building shall not have more than 50 people at any one time.
- c) Individuals or groups are not permitted to use the Memorial building facilities for a "profit-making" motive.
- d) Individuals or groups may not use the Memorial building facilities for private entertainment or parties.

Sections 6, Regulations:

- a) All individuals or groups shall be responsible for providing the necessary supervision to assure the building's reasonable use and to prevent vandalism. Lack of proper supervision could result in groups being banned from the Memorial building.
- b) Individuals or groups shall be responsible for any damage occurring during such use of the building.
- c) All individuals or groups shall clean up the building and leave the area used in a condition suitable for the next use or future use by that individual or group may be denied.
- d) No illegal activities, alcohol, or illegal drugs will be allowed in the Memorial building.
- e) No gambling will be permitted in the Memorial building.
- f) Animals are not permitted inside the Memorial building except for service animals.

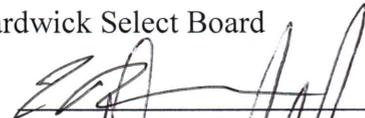
g) All individuals or groups shall comply with any particular rules established by the Town Manager or the Town Clerk regarding their particular use of the building.
Section 7, Noncompliance:

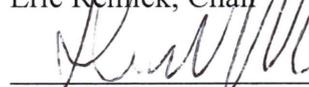
a) Any individual or group that does not return a key or fails comply with this policy may be denied future use of the building for non-governmental purposes.

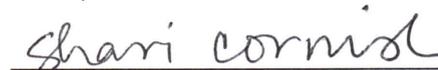
*Note that this policy does not require the Hardwick Select Board to relinquish its authority to adjust this policy or mandate future uses of the building.

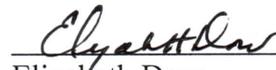
Adopted January 5, 1995
Updated April 17, 2003
Updated & Re-adopted May 07, 2003
Updated & Re-adopted 2009
Updated & Re-adopted 2018

Signed this 3rd day of May, 2018 by the Hardwick Select Board


Eric Remick, Chair


Danny Hale, Vice Chair


Shari Cornish


Elizabeth Dow


Lucian Avery